

SmartRecruiters: How to Make a Referral

Uncommon
Schools | Change History.

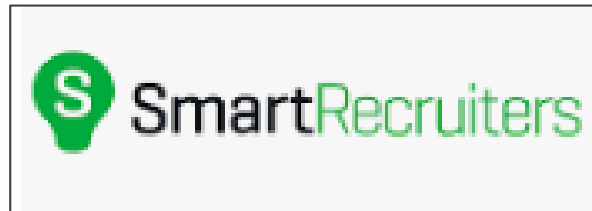


Referrals – We have a new Referrals Portal

Recruitment has implemented a new technology system, SmartRecruiters, which has its own employee referral portal that allows employees to:

- **Submit referrals** for specific jobs
- **Create personalized job links** that staff members may post on social media and in emails. (Candidates who apply using these links will automatically be tagged as referrals from staff who post/send them out)
- **Track the progress** of their referrals during their application process

***All staff members now have their own account in SmartRecruiters and can login by using their normal username and password.**



New Referral Website

Search Jobs

Career Areas

Summer Teaching
Fellowship

Why Uncommon?

Make a Referral

How to Make a Referral

UNCOMMON EMPLOYEES

NON-EMPLOYEES

There are **three ways to submit referrals** and be eligible for a bonus:

1. Submit your referral directly via [SmartRecruiters' Employee Referral portal](#),
2. Copy your personal "Referral Link" from SmartRecruiters and paste on social media or in an email to your network who you think are a good fit for a role at Uncommon,
3. If you referred someone who applied within the past 30 days, or who is currently in the hiring process, and you do not see their name listed under "Your Latest Referrals" in SmartRecruiters, please email recruitment@uncommonschoools.org with the person's name, email address, and the job they applied to or for which you are referring them.

To submit a referral visit, uncommonschoools.org/referrals

Referrals – How to Refer A Friend

1. Search for a specific job title

- Use Filters to narrow jobs down to a specific Region or Department (Leadership, Teaching and Instruction, Home Office, School Based Ops)
- Use the Search Bar to search for a role by title (Apprentice Teacher, High School)

2. Click Refer a Friend

The screenshot shows the Uncommon Schools careers page. At the top, there is a navigation bar with a logo, a search icon, and links for 'CAREERS' and 'MY REFERRALS'. A user profile picture with a notification badge is in the top right. Below the navigation bar, there are two callouts: '1a' pointing to a 'Filters' button and '1b' pointing to a search bar. The main content area displays a list of job listings under the 'Education' category (46 jobs). Each listing includes the job title, location, and the publisher's name, 'Elliotte Simian'. To the right of each listing are two buttons: 'Refer a friend' and 'I'm interested'. A callout '2' points to the 'Refer a friend' button on the first listing.

| Job Title | Location | Published by | Actions |
|--------------------------------------|---------------|-----------------|---------------------------------|
| Apprentice Teacher | New York, NY | Elliotte Simian | Refer a friend I'm interested |
| Apprentice Teacher (Immediate Start) | Rochester, NY | Elliotte Simian | Refer a friend I'm interested |
| Apprentice Teacher (Immediate Start) | Newark, NJ | Elliotte Simian | Refer a friend I'm interested |
| Apprentice Teacher (Immediate Start) | New York, NY | Elliotte Simian | Refer a friend I'm interested |
| Elementary Teacher | Camden, NJ | Elliotte Simian | Refer a friend I'm interested |

Referrals – How to Refer A Friend (cont'd)

1. Provide the required information for your referral in the fields provided and click Make Referral. Or....
2. Click Referral Link
3. Copy the link provided and add to an email or social media post to automatically get credit for anyone who applies through this link.

Controller
New York, NY, USA

MAKE A REFERRAL

Referral Link

Change Job

First Name *

Last Name *

Email Address *

Phone

How do you know this person? *

Please select

Recommendation or comment *

Resume

Attach resume

I hereby confirm that I have received the authorization to forward the above mentioned information from the referral

Make Referral

Copy Referral Link

You will be the referrer for anyone who applies with this link

http://smtr.io/Vqjz

Copy Link

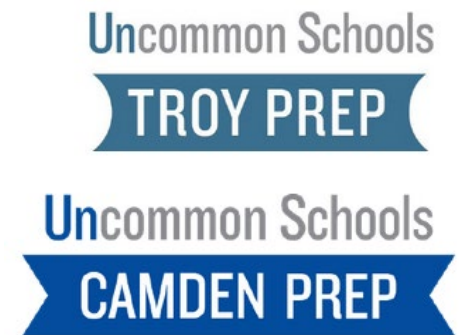
1

2

3

Don't know what job to use? You can now refer a friend for a General Teaching Position as part of our Teacher Deadline Campaign!

1. We now have 6 general teaching positions to accept teachers for all subjects and Grade-Levels. There are two options:
 - **K-12 Teacher - Elementary, Middle, High School Teacher (All levels and subject areas)**
2. These roles are open across all 6 regions – we will allow for someone to indicate multiple regional preferences so a candidate can apply once but indicate that they are open to teaching in both Brooklyn and Newark
3. We are using the deadline language to push more candidates to apply early, so we recommend using the resources we provide to post on social media.





**WE WANT
MORE
TEACHERS LIKE
YOU!**

**REFER
A
FRIEND**

Uncommon Schools | Change History.